

Plymouth Church School Faculty Handbook 2023-2024

As a faculty member of Plymouth, it is expected that you adhere to the philosophy, policies and procedures of Plymouth Church School as outlined in our Family Handbook, Child Care Service Safety Plan as well as the Personnel Policies Manual of Plymouth Church. The Faculty Handbook works in tandem with the Family Handbook and should be considered two parts of a whole. When referring to school policy make sure to read, consult, understand, and adhere to both documents.

Our Philosophy

Plymouth Church School's philosophy is based on three principal goals: to help children develop self-confidence, to impart a strong sense of community, and to foster a love of learning. By providing a warm, nurturing and consistent environment in which children are encouraged to explore, make choices and gain independence, we seek to further within each child a strong sense of self and a discovery of their unique place in the world.

At Plymouth, children use their natural curiosity to explore and discover the world around them in a safe, well-balanced, and stimulating environment. Children are seen as active participants in learning, constructing knowledge as they engage in hands-on explorations of materials and concepts with their teachers and peers. Our emergent project-based curriculum engages children's interests, ideas, experiences and sense of wonder. Through in-depth studies of topics that intrigue them, children interact, question, connect, problem solve, communicate and reflect. Academic skills are embedded within these rich developmentally appropriate studies, and children acquire these skills as they pursue their interests.

Through the give-and-take of classroom life, children learn self-discipline, respect for others and develop a sense of community. Under the guidance of their teachers, children learn to cooperate, share and care for others. During weekly chapel meetings, special school events, and community service projects, children come to recognize themselves as a part of both PCS and the larger community in which they live.

We are motivated by the knowledge that children learn best when school and family become partners in the educational process. We know that good communication between teachers and parents is vital as children begin their lives away from home and we encourage parents to become involved in the life of our school.

Health and Safety

Child Care Service Safety Plan

Plymouth has a Department of Health approved Child Care Service Safety Plan which outlines our policies and procedures for health, emergencies, fire safety, child abuse, accidents, and lost child protocol. It is expected that faculty understands and implements these procedures when necessary. Also, please refer to the Health and Safety section of the Family Handbook.

Non-Emergency Injury

In the case of non-emergency injuries our procedures are as follows:

Act quickly, remain calm and reassure the child.

If possible, take the child to the Administrator's Office or send another teacher to get an administrator. A first aid kit is located in the classroom go-bag, the administrator's office and on the playground.

You must notify an administrator who will help you to determine a course of action. You may not make medical decisions on your own. If needed, a call is made to the child's family.

All injuries that occur at school that break the skin or result in a bump or bruise are documented on an injury report which is sent home with the child and a copy is sent to the school administrator.

Emergency Injury

In the case of emergency injuries our procedures are as follows:

Act quickly, remain calm and reassure the child. Send a teacher to alert an administrator. Staff will first call 911, and then call the parents. (see Safety Plan)

Do not move a severely injured child from the area or administer medication unless directed to do so by emergency services. If needed, administer first aid/CPR. Children will be accompanied at all times by a staff member trained in CPR/First Aid until their parents arrive.

Emergency Phone Numbers

The emergency phone number list must be posted prominently in your classroom. The list includes the phone numbers for: Police, fire, poison control and the child abuse hotline.

Illness

Contagious Illnesses

If a parent reports a contagious illness to you, you must forward that email to the administrative office. We are required by the Department of Health to inform other parents in the class of contagious illnesses and want to make sure we put as much remediation into effect as we can (ie: deep cleaning etc).

Medications

It is against the school's policy to administer any medication (prescription or over the counter) to children unless it is an emergency (Epi Pens and Benadryl).

CPR and First Aid Training

First Aid and CPR training is given to the entire staff every two years.

First Aid Kits and AED Devices

An AED device is located in the school lobby directly to the right of the director's office. A second AED device is located in Hillis Hall.

First aid kits are located in the classroom go-bags, the administrator's office and on the playground and they are replenished three times a year. If you need additional supplies, please ask the school administrator.

Allergies

Please refer to the Allergies section of the Family Handbook.

Teachers are required to clearly post a list of all children with allergies in the class. This list must include the child's photograph. If a child has allergies the teachers will meet with the child's family to review the child's Allergy Emergency Action Plan.

Allergy Emergency Action Plan

All children with allergies must have an Allergy Emergency Action Plan on file in the school as well as in the classroom go-bag. The Allergy Emergency Action Plan is a document required by the DOH for all children with a known allergy. It includes a protocol written by the child's doctor with step by step instructions for how to handle the child's allergic reaction. It is essential that you review this document regularly, so you can act quickly in an emergency.

Allergy Medications

All Allergy Medications and the Allergy Emergency Action Plan will be kept in a clear go-bag and must be transported by the teachers at all times. Allergy medication must be kept in the original box.

The go-bag must be kept out of reach of the children and stored in a locked cabinet in your classroom overnight.

All medications will be logged in by the school administrator before being brought to the classroom.

Epinephrine Injection Training

All staff must be trained in epinephrine injections.

Illness: See Family Handbook

Illness while at school: For any health questions or signs of illness that arise during the school day, please implement the following protocol:

1. Find an administrator (Director, Assistant Director, Curriculum and Learning Specialist) to come to the classroom/playground/gym to assess the child. (Never bring the child directly to the administrative offices)
2. If an administrator deems the child is too ill to stay in school, they will bring the child to the school administrator's office and call a parent. The child will remain there until an Authorized Escort arrives to take them home.
3. See document: *Guidance for teaching staff on when to refer a child for medical evaluation* from Dr. Ava Dawson, our nurse consultant, attached to the end of this handbook.
4. If an administrator deems the child well enough to remain in school, the child will stay with their class and may be assessed again later in the day depending on how they feel.

Hand Hygiene

Teachers are required to wash hands upon arrival, after using the restroom, changing a child, after using a sensory table, and before handling food. Teachers must wear disposable gloves when changing children or handling food. Teachers are encouraged to wash their hands frequently to avoid spreading illness.

Lice: See Family Handbook

Following the illness in school protocol, an administrator must be alerted if head lice is suspected, but do not bring the child to the school office. The school administrator will determine if the child must be sent home and an email will be sent to the class. If head lice is found, all fabric and soft furnishings must be cleaned and the custodial staff alerted so they can deep clean the rugs. Students may not return to school until they are nit and lice free.

Policies and Procedures (alphabetical)

Assessments – Assessment at Plymouth has two components:

Assessment Tool: Teachers are required to assess students' progress in all the developmental domains at least twice a year. Assessment tools will be decided on in age level meetings at the beginning of the school year and should be implemented in the way they are meant to be administered.

Authentic Assessment: Children's work should be collected on an ongoing basis and put into a portfolio (digital or binder) to serve as evidence of the child's development and shared at twice annual parent/teacher conferences. What is to be collected will be determined in age level meetings at the beginning of the year.

Curriculum should be tailored to the individual needs of the children as a result of the assessment.

Attendance (Teachers) – Regular faculty attendance is expected. **As per your contract, teachers must arrive to school 30 minutes before the school day begins and stay at least 30 minutes after dismissal daily.**

Absence due to illness: As per the DOH, a staff person with a communicable disease is prohibited from attending school. All full-time teachers are given ten sick days per school year. Part-time faculty sick days are prorated accordingly (please see your contract). In the event of illness, please text the School Director as soon as you know you will be absent. (Before 9:30am the night before or before 7:30am.) Please continue to text or call until you hear back from the Director. Do not assume that a message was received. You must check in with the Director each day you are absent by 3:00pm to assure that we can adequately plan for the next day.

Arriving Late and Leaving Early: If you need to arrive after 8:30am or leave earlier than a half hour after your class dismissal, both your teaching team and the Director must be notified in writing (email or text). This missed time will be deducted from your PTO. The Director keeps track of absences and lateness, and shares the information with HR.

Scheduling Routine Doctor Visits

At Plymouth we care about your health and understand the necessity of doctor visits. At the same time, families and children count on you and depend on your regular attendance. Appointments for check-ups and routine procedures should be scheduled outside of school hours. Absences due to medical appointments are noted and deducted from your PTO. Arrangements must be made in advance unless it is a medical emergency.

The Plymouth Church School calendar provides a generous amount of time off (holidays and scheduled breaks) during the school year. Vacations may not be taken while school is in session and personal days may not be scheduled either before or after school breaks.

Attendance (Children) – Attendance must be taken daily on the school's Attendance Sheet where time of arrival must be noted as a DOH requirement. A visual health inspection of each child should be made by the teacher upon the child's arrival and must be initialed on the daily attendance sheet. Attendance sheets (in chronological order) must be given to the school administrator at the end of the school year.

When a child is unexpectedly absent, you must let the school administrator know. As per DOH, the school administrator must make a phone call to the child's parents within one hour of the child's scheduled time of arrival and a record kept of having made such notification.

Children's absence due to illness: All health-related messages (email, phone, text) from families sent to classroom teachers need to be promptly forwarded to the school administrator in order for the proper protocols to be taken.

Aspire – Teachers must create and maintain their own Aspire accounts. After completing DOH required trainings, all certificates of completion must be uploaded to your account. Paper copies of all certificates should be given to the school administrator so that they can be filed.

Bathroom – Teachers must always accompany children to the bathroom and remain with them. Children using a toilet must wipe themselves. Encourage children to wipe until clean as opposed to using specific directional language. Teachers are responsible for checking a child's diaper every two hours and changing a child's diaper when necessary. They must do so in a designated changing area using the Department of Health standards posted. Teachers must assist the child in properly washing their hands and then wash their own hands before leaving the bathroom.

Children's Birthdays – At Plymouth, we emphasize community and relationship building. Our approach to celebrating children's birthdays reflects this belief. When celebrating a birthday, we see it as a time for family involvement. Families are welcome to come in, spend time in the classroom, and share something unique about their family. (i.e., sharing family photos, telling a story, etc.) Food and sugary treats are not part of birthday celebrations at Plymouth. Don't forget to plan for celebrating summer birthdays.

Building Use – Teachers are allowed access to their classrooms during regular building hours. Please check with the Security Guard for the current schedule. Access at other times must be scheduled with the building superintendent. Please see the Buildings and Grounds section of the Family Handbook.

All Plymouth facilities are owned by Plymouth Church and are shared spaces. Please share space with a spirit of cooperation and community.

Bullying – See Family Handbook

Child Abuse – All teachers are mandated reporters and thus required to report if they have reasonable cause to suspect that a child is being abused or maltreated. Certainty or proof is not required before reporting suspected child abuse or maltreatment. Any mandated reporter who willfully fails to do so shall be civilly liable. All teachers must undertake child abuse and maltreatment training every two years. See the PCS child abuse policy outlined in the PCS Child Care Service Safety Plan.

Classroom (care of) – Teaching teams are responsible for leaving their classrooms clean and organized. Please be respectful of the custodial team who will be cleaning your classroom daily. Cleaning supplies must be kept in a locked cabinet or out of reach of children.

Daily: At the end of each day, all tabletops and chairs should be cleaned with weak bleach solution required by the Department of Health, and chairs should be stacked on tables. Counters should be wiped and sanitized with weak bleach solution. Please sweep after lunch, messy art projects, and between classes for half day programs.

Paint should not be disposed of in the classroom or bathroom sinks. Please use the slop sink on the lower level.

Deep Cleaning: Teachers are expected to deep clean toys, cubbies, shelves and other materials at the beginning of the year, before holiday breaks and at the end of the year (i.e bleaching legos, cleaning out toy bins, wiping down magnetiles etc.).

Classroom (maintenance) – Teachers must put in a maintenance request using the following online portal: plymouthchurch.org/staff-resources
Do not make a verbal request to one of the custodial staff.
Provide a photograph to document the concern. Do not drill or nail into the walls, instead, please submit a maintenance request using the online portal.

Teachers should only use blue painter's tape to affix work on the classroom walls and floors.

Communication - See the Communication Section in the Family Handbook.
Clear open communication between home and school is an essential component of a successful preschool experience. Arrival and dismissal, however, are not good times for lengthy conversations with the parents and caregivers as you should be focused on the safety of the children during these transition times. Please arrange a time to talk when you are all free.

Email, while convenient, is not to be used to discuss substantive matters. Please arrange a time for a phone call or in person conference. Email is best to arrange a meeting, convey non-critical information or ask a general question.

We don't expect teachers to check email during the school day and parents have been asked to convey time sensitive messages to the school administrator.
Please reply to emails within 24 hours.

The Director should be cc'd on all important email communications to families that address school policies and protocols (such as your Welcome Letter).

Please leave the communication of school-wide events to the weekly email sent by the director unless you are asked to repost information by an administrator.

Email

Internal Communications:

To email others within the Plymouth community, please use the individual Plymouth email address issued to you. Your individual email is your first initial and last name followed by @plymouthchurch.org. For example, Jane Smith's email would be jsmith@plymouthchurch.org.

Your individual Plymouth email should be used for internal communications with school administration and Plymouth Church employees only. Do not email families or other entities outside of the Plymouth community using your individual email. Please check your individual email daily.

External Communications:

To email your families and others outside of Plymouth please use the shared classroom email address that has been issued for each class.

Head Teachers are responsible for handling all communications with families. All teachers will have access to the classroom emails to review and discuss with their team, but Head Teachers send all family communications.

Instagram Classroom teams are expected to post to their classroom Instagram accounts daily. (see Social Media Communication Guideline and Policies in this document). Photographs of children sent by the school are sent with the intention that they are viewed and shared only with immediate family members. Please do not share or repost photographs sent by Plymouth on social media or online groups and communities. Only parents and Plymouth staff may have access to Instagram. Caregivers, therapists, grandparents, etc. MAY NOT have access to Instagram.

Please use the classroom iPhone to post to Instagram. Please do not use your personal devices.

Framework for Instagram Content:

Each week, please make sure the following content areas are covered in your Instagram posts.

Images of children's work (drawings, paintings, constructions etc.) (1x a week)

Images of children engaged in the classroom (2x a week including project work)

(4s/5s Stern and/or Read/Write at least 1x a week)

Specialist classes (1x a week)

Playground/gross motor outdoor play (1x a week)

Conferences – Parent/Teacher Conferences are held twice annually. It is expected that you offer families the option of daytime or evening timeslots. The child's authentic assessment materials, photographs and the conference template should be used as a guideline for discussion. Documentation of each child's developmental achievements

should be the basis for conference discussion. Conference notes should be brought to the office and filed after conferences.

Cooking – Cooking is an important early childhood activity and is expected of all classrooms at least every two weeks. The cooking cart is kept in the administrator’s office. The cooking cart must be reserved in advance. Cooking supplies are kept in the pantry off the lobby.

Please remember that there are allergies in the school. There must be careful consideration of children’s allergies before choosing recipes.

The use of a hot plate in the classroom must be kept out of the reach of children and closely monitored by the teachers. The oven in the pantry is available for school use but must be monitored closely.

You are responsible for ensuring that all cooking materials are washed with soap and hot water and put away at the end of the day, either in the pantry or on the cooking cart. Please notify the school administrator when cooking ingredients are running low.

Curriculum and Learning Specialist

The Curriculum and Learning Specialist supports all educational aspects of the daily operations at Plymouth as well as identifies and supports children who are experiencing difficulty learning and/or participating in their current classroom setting. They work collaboratively with the School Director, teaching teams, specialists, and families to develop a plan of action that addresses these challenges. The Curriculum and Learning Specialist will attend all age-level meetings, frequently attend classroom team meetings, and observe classrooms. They will also oversee and assist with all assessments, planning, and implementation of all curricula.

The Curriculum and Learning Specialist must be notified if any child receives services. Teaching teams should schedule a meeting with the Curriculum and Learning Specialist to discuss any child who demonstrates delays, struggles to meet milestones, or concerns you in any way. You must formally meet with the Curriculum and Learning Specialist before Parent/Teacher conferences to review completed conference notes and discuss concerns.

The Curriculum and Learning Specialist must be notified before discussing behavioral and educational concerns with a family.

Curriculum Planning - Teaching teams are expected to have a weekly meeting to plan curriculum. By the first week of school please let the administration know the time and date of your teaching team's weekly meeting. You will also attend your weekly age-level meeting.

Project Work

Project Work is the backbone of our curricular approach. The expectation is that Project Work begins at the beginning of the school year. All studies end with a

culminating project that includes both families and the greater Plymouth Church School community.

Teachers plan project work based on both the teachers' and children's interests. Projects should integrate all the developmental domains. Project work planning must include the provocation given to the whole school each year. Evidence of ongoing projects must be displayed on classroom bulletin boards as well as shared through Instagram.

Curriculum Night – Teachers are required to prepare for and host their class's Curriculum Night in the fall. Curriculum Night addresses both classroom routines as well as provides an explanation of how curriculum is developed and how it meets the needs and goals of each age group.

Discipline – See Family Handbook.

Dismissal – See Family Handbook.

Teachers must be vigilant at dismissal time. Children must not exit the campus unless accompanied by an approved adult. Every child must be signed out on the dismissal sheet by an adult approved to pick that child up. If a child is not picked up on time, you should remain with the child for 15 minutes before bringing them to the school office.

Dress Code – Teachers should dress comfortably and appropriately for the activities in their classrooms; however, teachers also need to present themselves in a professional manner. Teachers are discouraged from wearing clothing of extreme cut, i.e. revealing necklines or bare midriffs. Undergarments should not be visible.

Elevator Use – Teachers should not use the elevator with students unless they are moving heavy loads or a child has an injury which prevents climbing stairs. Two year old classrooms may use the elevator at the beginning of the year.

Emergency Plan – See PCS Child Care Service Safety Plan. The staff will review the Safety Plan three times a year and all teachers must sign a form indicating that they have both read and have been trained in the safety procedures outlined in the Plan.

Evaluations – Head Teachers are required to set professional goals for themselves each fall. The Director and/or Curriculum and Learning Specialist observes and meets individually with each staff member in the fall and spring. Formal evaluations take place each spring and are based on the job description.

Assistant teacher evaluations take place each spring and are based on observations, their job description, and head teacher feedback. Assistant teacher evaluations are led by the Head Teacher and an administrator and includes career planning. Contracts will be renewed each year based on these formal reviews that evaluate each teacher's performance and are not guaranteed.

A 90-day review will be given to all new staff members.

Fire Drills – Practice drills will take place monthly from September through May. See the Child Care Safety Plan for fire drill procedures and means of egress.

Fundraising Events – Teachers are encouraged to attend school events to support the community and must attend the Spring Gala.

Gifts – Teachers are allowed to accept small gifts and gift certificates from families. Teachers are not allowed to accept cash gifts from parents.

Plymouth does not reimburse teachers for gifts to specialists, other teachers or class parents.

Please be mindful that we are a school community and all work hard at what we do, and that a community gift to one person, could unintentionally leave out another. Please check with the Director before a school wide staff gift is collected and given.

Holiday Celebrations - Talking and thinking about holidays in early childhood is a way to celebrate diversity within family cultures and traditions. At Plymouth, we recognize that the family is the child's first and most important teacher. We have developed a family questionnaire to help us connect with each family in a deeper way so that we can reflect that information in each child's life at school. We encourage our families to let teachers know if they would like to include or share a particular holiday or tradition with their child's class.

To ensure that we respectfully and thoughtfully celebrate our family's cultures and traditions, it is crucial that appropriate planning and preparation takes place before celebrating a holiday in your classroom. Before introducing a holiday to your children, please discuss it with your colleagues in advance in your weekly age-level meeting. Please allow time to include our specialist teachers so that they may do some research to support you in your planning.

Meetings – All teachers are required to attend their weekly scheduled age-level meeting as well as their weekly teaching team meeting. A meeting schedule will be distributed at the beginning of the school year.

Informal Meetings - Teachers are required to arrive at school 30 minutes before children arrive and to stay for at least 30 minutes after children are dismissed. The reason for this is that this time is essential for discussion, planning, and preparing with your team. The Director must be notified if you will not be in attendance during this time.

Outdoor Play - All classes have regularly scheduled playground time. Teachers should adhere to the schedule. Classes are to go outdoors unless it is bitterly cold or extremely wet. The playground can also get quite icy so it is best to check each morning with an administrator on those occasions. If you are the last class of the day on the playground,

you MUST clean up the shared materials such as blocks, balls, or toys, and store them properly.

Children must be actively supervised while in the playground. It is essential that all exits are monitored throughout your outdoor time.

Paychecks - Paychecks are issued twice monthly on a 12-month schedule. Teachers must arrange for direct deposit through the Director of Finance.

Pets – Animals approved by the DOH may be purchased for the classroom. Teachers must arrange for the animal to be properly cared for both during the school year and over vacations.

Photography – Teachers are required to document work done in the classroom using the school's iPhones. For liability reasons, do not use your personal devices to take pictures of children.

Parents sign a photo release annually to allow school use of photographs. Please do not share or repost photographs taken at school on social media (with the exception of the classroom's private Instagram) or online groups and communities.

Professional Development – Teachers are required to complete 15 hours of professional development each year. All conferences requiring time away from the classroom should be cleared with the Director. Teachers pursuing a degree may request assistance with tuition. Documentation of fees paid should be presented to the Director for reimbursement of up to \$1,500 annually with a cap of \$7,500. See Plymouth Church Personnel Policies Manual.

Recommendations/School Reports – Ongoing school reports are completed in late November/December for those students applying to ongoing schools. Teachers will complete one report to be shared with all the schools. School reports are expected to be completed in a timely and professional manner. Proper grammar and proofreading are expected prior to submitting to the Director for review.

Safety - Children –All children must be in clear sight of a teacher at all times. One teacher should be at the front of the line and another at the back. All teachers must be able to see the front and back of the line when moving through the building. Please stop and wait for everyone in the class before turning corners, going downstairs, or going through doors. Children must hold onto the stair railing when using the stairs. Children must be accompanied by a teacher when using the bathroom.

Smoking – is not permitted in the school building or on school property.

Snow Days – Teachers must email their classes and post on the classroom Instagram account by 7:30 am when school is closed due to weather or any other reason. School will be closed if NYC Public Schools are closed due to weather.

Social Media Communication Guidelines and Policies –

PCS has established the following policies for social media communication:

The following uses are prohibited on PCS social media platforms:

- Cyber bullying of any kind, including insulting, targeting, embarrassing or excluding any individuals in our school community.
- Discrimination of any kind based on age, gender, disabilities, race, sexual orientation, religion, etc.
- Threats of physical or verbal abuse.
- Inflammatory statements,
- Offensive language, including but not limited to ethnic, religious and racial slurs, profanity; sexually explicit language and the like; including acronyms of offensive expressions.
- Advertising for businesses, except to the extent that such advertising occurs in conjunction with fundraisers.
- Airing grievances about or with members of our school community.

We ask that you also abide by the following guidelines:

- Do not follow any parents from your classroom Instagram
- Keep your classroom Instagram account private
- Post daily
- Be professional when posting (captions, photos, hashtags), and be aware of grammar and spelling.
- Be conscientious that you include all children in your classroom throughout your posts.
- School Director, Associate Director, Curriculum and Learning Specialist, and Arts Specialists must be granted access to follow your posts.
- Turn off commenting on each of your posts.
- Follow each other's classroom accounts – it is fun to see what everyone is doing in their classrooms.

Specialist Classes – All teachers are expected to take turns attending each specialist class and to participate. Teaching teams must formally meet with individual specialist teachers at least once a month. Specialist teachers must be included in the curriculum, project work planning, and implementation. Project work and curricula collaboration with specialists must be evident in the classroom and in specialist classes.

Storage – Each classroom has a shelf in the Materials Center to store materials not in use.

Supplies

Office Supplies – Office supplies and school stationery are kept in the large file cabinet in the administrator's office. Please let the school administrator know if an item is running low or if you need something special ordered.

Classroom Furniture - Teachers are expected to submit orders for new and replacement furniture and other large items by the end of the school year for the next fall.

Art Supplies – Art supplies are kept in the Materials Center and the art specialist will place the orders for art materials for all the classrooms. Please let the art specialist know if we are running low on any particular items so they can place an order.

Classroom Materials - All classroom manipulatives, puzzles, dramatic play items and games not currently in use should be kept in the designated area in the Materials Center or in the closet on the lower level so they can be used by all classes.

Supply Orders - Small orders can be placed throughout the year through the school administrator. The school administrator will place orders Mondays and Thursdays. Teachers must submit receipts for small items that they have purchased for classroom use within 30 days of purchase.

Technology – Each classroom is outfitted with a laptop and an iPhone. All staff has a Plymouth email address. The primary purpose of technology is to communicate with families and document the children’s work through photographs, video and text. Teachers are responsible for their technology should it be damaged or lost.

Telephone – Cell phone use is prohibited in the classrooms, school hallways and in the playground. All emergency calls should be directed to the main school line.

Trips - The Director must approve all trips outside the school building. Parents grant permission to take walking trips in TADS. Please email families in advance and ask for parent chaperones if necessary. As per the DOH, a designated staff member must serve as trip coordinator to oversee all aspects of the trip and instruct staff and volunteers on trip protocols and emergency procedures. Prior to taking any trip, all teachers must review the Child Care Service Safety Plan, and in particular, the Lost Child Protocol. You must maintain staff to child ratios mandated by our license even in cases of emergency. You must record in the Trip Log in the Administrative Office when you both leave and return to PCS. All children must wear PCS wrist bands when off school premises. First aid kits, emergency go-bags, and class emergency contact lists must accompany the class. The designated Trip Coordinator must have a charged cell phone with them at all times and must record their phone number on the Trip Log. Take name to face head counts before leaving PCS, on arrival at the site, periodically during the trip, and on return to school.

Transportation - Teachers can purchase metro cards to cover transportation to and from school through the NYC Transit Check Program with pre-tax dollars.

Tuition Assistance for Staff Children – Plymouth Church and Plymouth Church School consider it important that an employee is not prohibited from sending their child to Plymouth Church School due to financial concerns. Plymouth strongly encourages any employee who applies to PCS for their child, to submit a financial aid application with their admissions application. Plymouth Church School will endeavor to meet the financial

needs of such applicants and employee financial aid applicants will receive priority financial aid awards based on such needs.

Tutoring and Childcare – No teacher shall tutor any of their students for compensation. There will be no tutoring of Plymouth students for pay on school grounds. Childcare done by teachers must be done after their normal work day and should not include children from their current class.

Valuables – Please store handbags and any personal property out of sight in a locked cabinet in the classrooms and avoid bringing valuables to school.

Guidance for teaching staff on when to refer a child for medical evaluation

*Current policy per DOH Safety Plan: Procedures for supervision of ill and injured children
Assessment and evaluation of children: Children are assessed and treated by a First Aid certified teacher or administrator. All teachers and school administrators attend CPR and first aid training every two years. If deemed necessary, child is taken to school office for further evaluation by administrator.*

CPR/First-Aid Certified staff are able to provide first-line evaluation of medical complaints in the classroom, and should be encouraged to check temperatures as needed in the classroom. If a child’s temperature is elevated (100.0F or higher) they must be sent home. If they have a normal temperature, have a normal mental status, but are complaining of symptoms of illness, the below chart should be followed prior to referral to the office. Minor symptoms of illness can remain in school if they are not interfering with a child’s ability to engage in their activities.

When evaluating a child for a medical complaint, it is important to not suggest symptoms. Ask “is something hurting you, can you point to where it hurts?” not “does your belly hurt.” If a child returns to activity, there is no need to ask them if they are still having symptoms. If they continue to complain unprompted, or exhibit concerning behavior, then additional evaluation may be warranted.

Children should always be referred to for emergency medical care for any difficulty breathing, swallowing or change in mental status (confusion or difficulty to arouse).

Simple classroom interventions.

If administration deems appropriate, teachers should be encouraged to take temperatures in the room and refer to the office if temp is 100.0 or higher.

Paper cut or other non-bleeding abrasion	Clean well with soap and water, bandage can be provided from first aid kit.
Requesting bandage for old cut/scrape	Clean the area with soap and water, bandage can be provided from first aid kit. Consider referring to office if concern for appearance (surrounding redness, pain, warmth on surrounding skin).
Bumped arm or leg without visible injury (no cut, bruising, no redness and moving limb normally during activities)	Encourage to rub area, consider providing ice as needed. Refer to office if limitation in use or pain is severe.
Headache	Encourage drinking water, consider snack, refer to office if symptoms persist or seem severe.

Stomach ache	Encourage to use the bathroom, drink water, provide snack if no recent meal/snack. Refer to office if symptoms are persistent for over 30 minutes or if pain is severe.
Itchy eyes without drainage	Splash water on face, wet paper towel to eyes. Refer to office if drainage.
Feeling Hot	Drink water (children with fevers usually feel cold). Consider cool cloth to back of neck, coming into cooler environment if hot outside.
Feeling Cold	Take temperature. Refer to office if temperature of atmosphere does not match complaint or if child looks tired/ill appearing.
Loose Teeth	Encourage child to not put fingers in mouth. Loose teeth will not be pulled.
Sneezing, runny nose, cough	Take temperature. No intervention necessary if no fever and symptoms are not interfering with participation. Consider referral to office if cough is persistent or if symptoms are disruptive to child's activities. Refer to office if any difficulty breathing.
Mild bloody nose (small amount of blood on tissue, no active bleeding)	Instruct student to tilt head forward and pinch nose for 2 minutes. If no further bleeding, no office visit is needed. Send to the office if bleeding continues or is heavy.
Itchy mosquito bites	Have child run area under cold water or apply wet paper towel to area. Cover with a bandage if desired or unable to restrain from scratching.
Feeling tired (reports recent travel or not sleeping well, looks well)	Encourage to drink water or splash water on face. Refer to office if not well appearing. If you feel that the student cannot participate in the day, explain when sending to office.
Losing voice/hoarse voice (without sore throat)	Encourage to drink water. The office has no treatment for missing voices. Refer to office if sore throat that is making drinking/swallowing difficult or if fever.
New Rash	Rashes should be kept covered. If able to cover, and no other symptoms are present, inform parent of presence and monitor. If new rash is present with other symptoms (fever, cough, sore throat etc), or if rash is spreading or cannot be covered, must be referred to medical provider for clearance.